

THE ULTIMATE TRAVEL PLANNER

PRE TRIP CHECKLIST FOR: _____

From: ___ / ___ To: ___ / ___ No. of nights away: _____

Departing from: _____ Flight No: _____ Arriving at: _____ Car Confirmation: _____

Staying at: _____ Phone No: _____

Arriving from: _____ Flight No: _____ Arriving at: _____ Car Confirmation: _____

THINGS TO DO

Ensure travel document is in order
Reconfirm tickets
Reconfirm hotel reservations
Reconfirm car reservations
Give trip details to friends/family
Pick up travellers cheques
Exchange foreign currency
Confirm children's entertainment/babysitting facilities
Plan the trip itinerary
Ensure valid driver's license if planning to drive

AT HOME

Put mail/newspapers on hold
Arrange for plants to be watered
Arrange for pets to be fed/cared for
Empty garbage
Unplug appliances
Activate home alarm system

AT WORK

Update outgoing email message
Change outgoing voice message

PACKING LIST FOR: _____

CARRY ON LUGGAGE:

WALLET: Cash Credit card Traveller's cheques Foreign exchange currency
Driver's license Emergency contact information Contact phone numbers / Address book

CASE: Passport Plane ticket Cheque books Camera Sunglasses Toilet case
Other travel documents Pen/Pad Glasses/contact lenses case Books/Magazines

Others: _____

TOILETRIES:

MAKE UP KIT: Moisturiser Night cream Foundation Concealer Powder Blush
Eye pencil Eye shadow Mascara Lipstick Lip pencil Lip balm

TOILET BAG: Toothbrush Toothpaste Floss Mouthwash Face wash Body wash
Shampoo and conditioner Brush or comb Hairstyling products Q-tips Razor and cream
Cotton pads Deodorant Sun block Feminine products First aid kit Birth control
Contact lens solution

EXTRAS: Phone charger Batteries Umbrella iPod/Music Travel maps/guides

Others: _____

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CLOTHING TO PACK:

WOMEN:	Bras	Underpants	Pantyhose	Socks	Sleepwear		
	T-shirts	Tops	Shirts	Dresses	Formal wear		
	Jeans	Slacks/Pants	Tracksuit	Shorts	Skirts		
	Cardigans	Sweaters	Jackets	Coats	Swimwear	Sarong	
	Scarves	Belts	Bags	Shoes	Trainers	Hats	Gloves
MEN:	Undershirt	Underwear	Socks	Sleepwear	Swimwear		
	T-shirts	Shirts	Formal shirts	Suit/s	Jeans	Trousers	Shorts
	Cardigans	Sweaters	Jackets	Coats	Ties	Belts	Hats
CHILDREN:	Onesies	T-shirts	Underwear	Pants	Shorts	Skirts	Pyjamas
	Dresses	Tops	Skirts	Socks	Tights	Sunglasses	Hats
EXTRAS:	Diapers	Wet wipes	Formula	Bottles	Feeding bowls	Spoons	Bibs
	Baby food jars	Pacifiers	Snacks	Stroller	Car seat	Toys/Rattles	
	Books/Toys	Travel crib	Baby carrier	Sunscreen			

Others: _____

POINTS TO REMEMBER:

- Passport:** Most countries will not allow you to cross their boarder unless you have at least 6 months validity on your passport.
- Travel Insurance:** Mostly, this means that if you happen to be in an accident before your trip, you are covered for expenses lost when you can't make it. You are also covered for certain medical expenses during your trip. Travel insurance is best purchased from a travel agent. Always check in advance the categories it covers.
- Pack extras:** Weather is unpredictable as is your social calendar. Make sure you pack in extra woollies, rainwear, beach wear and evening wear, based on where you're heading.
- Limit your extras:** Remember you can buy most things at your final destination. Don't carry too many extras in your toiletries. You can also pick up basics such as clothes and underwear should you need to.
- Check customs:** Different countries have different laws in terms of what can be imported/exported, especially with regards to food, animal and plant products. The amount of currency you can carry will also vary from country to country. Check to see what's appropriate before you pack your bags.
- Confirmations:** Recheck all confirmations at least a week in advance and also, plan for extras such as babysitting and children's entertainment. Make a list of all numbers you'll require while on the trip, including emergency numbers such as flight reservations and alternative hotel arrangements.
- Emergency Nos:** Leave you contacts and flight details with a friend or family member in case of an emergency.

Happy travels!

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